

# Digital Banking Guide

Security Preferences



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# User Guide- Security Preferences

## Introduction to Security Preferences

### Security Preferences Overview:

This user guide explains how to change your Login ID and Password.

#### Section 1: Password Update

1. Log in to your Digital Banking account.
2. Navigate to the Settings tab in the top navigation menu.
3. Under the 'Security' section, click on 'Update Password'. This will take you to the 'Update Password' page.
4. Enter your current password in the 'Current Password' field.
5. Enter your new password in the 'New Password' field, making sure it meets the requirements.
6. Re-enter the new password in the 'Confirm New Password' field.
7. Click the 'Update Password' button to confirm your changes.
8. A message will pop up confirming that your password has been changed.
9. Log in again to verify that your new password is active.

#### Section 1: Login ID Update

1. Log in to your online banking account.
2. Navigate to the Settings tab in the top navigation menu.
3. Under the 'Security' section, click on 'Update Login ID'. This will take you to the 'Update Login ID' page.
4. On the Update Login ID page, type your desired new Login ID into the field.

*Please Note: Your Login ID must be between 6 and 18 characters.*

5. Click 'Save new Login ID' to apply the change.
6. A confirmation message will appear, indicating that your Login ID has been successfully updated.

